



SCOTTISH PUBLIC PENSIONS AGENCY

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Superannuation (Health Service) Circular No. 9/2003

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General Managers

- Health Boards
- NHS Quality Improvement Scotland
- Common Services Agency
- State Hospital
- NHS Health Scotland
- NHS Education Scotland

September 2003

Chief Executives NHS Trusts

General Practitioners and Direction Bodies

National Association of Non-Principals

Dear Sir or Madam

NATIONAL HEALTH SERVICE SUPERANNUATION SCHEME SCOTLAND PROVISION OF MEDICAL SERVICES TO SPPA

The purpose of this Circular is to advise NHS employers that from 1 October 2003, BMI Health Services will provide medical advisory services to SPPA.

BMI Health Services has considerable experience in providing medical advice to major pension schemes in the public sector and currently provides a service to the Cabinet Office for members of the Principal Civil Service Pension Scheme.

BMI will administer the service from their Scottish office which is located in Edinburgh. If a medical examination of an applicant is required this will normally be undertaken locally as BMI has a network of medical facilities throughout Scotland.

Mr Terry McColm will manage the contract with BMI on behalf of SPPA. Terry will be happy to discuss any aspect of the arrangement with employers. He can be contacted by telephone on 01896 893018 or e-mail terry.mccolm@scotland.gsi.gov.uk

Employers should notice little difference to existing procedures when referring ill-health retirement and injury benefit applications to SPPA. The only additional information that has been requested by BMI is for a copy of the applicant's job description to be provided with the application. The following points should however be borne in mind:



ILL HEALTH RETIREMENT APPLICATIONS

- As far as possible the application should be submitted a minimum of four months before the retiral date.
- **A job description must be enclosed with the application.** Failure to provide this at the time that the application is submitted may lead to a delay in a decision on the application.
- Sick leave information **must** be shown on Form AW8 Part 8, page 7.
- The form AW8/MED and any additional medical information should be placed in a separate envelope marked “Confidential - for the attention of SPPA’s Medical Adviser.” and sent with the fully completed Form AW8 and job description to SPPA.

INJURY BENEFITS APPLICATIONS

- As much notice as possible should be given of an application for injury benefits or a reduction in pay taking effect.
- A job description **must** be enclosed with the application.
- Sick leave information **must** be shown on Form INJ1, Section 4.
- Form INJ1 must be fully completed prior to submission. Any additional medical information or personnel reports should be submitted with the application.

It would be appreciated if this Circular was circulated widely throughout the Human Resource and Payroll Departments of Health Boards and NHS Trusts.

Any enquiries about this Circular should be addressed to Mrs Fiona Kay (Ill-Health Retirements) on 01896 893171, e-mail fiona.kay@scotland.gsi.gov.uk or to Mr John McCluskey (Injury Benefits) on 01896 893115, e-mail John.McCluskey@scotland.gsi.gov.uk

Yours faithfully

Gordon J Taylor
Director of Operations